

Agricultural Preserves: Establishment/Disestablishment of a Preserve			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$1,705
ENVIRONMENTAL			\$3,610
PDS REVIEW TEAMS			
STORMWATER			
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE ( <i>not included in total</i> )		\$1,000	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>			
<b>\$5,315</b>			

\* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

**PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.**

**PART A:**

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Assessor Base Map outlining parcels
- Title Report
- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [263 Agricultural Preserve Application](#)
- [305 Ownership Disclosure](#)
- [367 Application for an Environmental Initial Study \(AEIS\)](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)

**PART B:**

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans: **Three (3) hard copies.**
- Public Notice Package (see PDS-516 for Specific Requirements).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [524 Vicinity Map/ Project Summary](#): **One (1) hard copy.**

**PART C:**

All items below are informational only and not to be submitted.

- [090 Typical Plot Plan](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [267 Appointment Letter](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant's Guide](#)

Submittal Appointments are no longer required.  
**Check-in at the main PDS counter no later than 3:30 p.m.**  
Submittal package MUST BE complete.

**NOTES:**

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. Notice of Non-Renewal → No charge.
6. If a Notice of Non-Renewal → **Zoning Staff must contact Sami Real**.
7. Remember to delete DPW fees from activity list.
8. Cannot apply for disestablishment if still under contract. Must file notice of non-renewal and wait 10 years.
9. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.